



SAFFRON WALDEN TOWN COUNCIL

Safeguarding Policy

Version	Adopted Policy Date	Minute Reference	Review Date
1	July 2018	FC466-19	June 2020
2	November 2018	FC527-18	June 2020
3	April 2021	FC 208-21 (changes made to contact details)	April 2023
4	April 2023	FC 052-23 (b) No changes	April 2025

Saffron Walden Town Council

Child Protection and Vulnerable Adults Safeguarding

Our Safeguarding Policy

This policy applies to all staff, including senior Managers, paid staff, volunteers, sessional managers, agency staff, students, Town Councillors and anyone working on behalf of Saffron Walden Town Council

The purpose of this policy:

- To protect children, young people and vulnerable adults who receive Saffron Walden Town Council's services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child / vulnerable adult protection

Saffron Walden Town Council believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults including:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- General Data Regulations Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2014
- Children and Families Act 2014
- Special Education Needs and Disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- Policies held by Essex County Council with an overall responsibility for the safeguarding of children, young people and vulnerable adults in Essex

Definition of Adult Safeguarding

The statutory framework introduced under the Care Act applies to any person aged 18 or above who:

- Has needs for care and support (regardless of the level of need and whether or not the local authority is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, **and**
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

Are there different types of abuse?

People can be abused in different ways. The different types of abuse that people may suffer are listed below:

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological / Emotional abuse
- Financial abuse
- Modern Slavery
- Neglect and acts of omission
- Discriminatory abuse
- Organisational abuse
- Self-neglect
- On line abuse such as trolling, grooming or the sending of inappropriate or offensive material or content

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Code of conduct for Councillors
- Complaints
- Recording and sharing of information
- Whistleblowing
- Grievance and discipline procedures
- Health and Safety
- Training, supervision and support
- Lone working policy and procedure

We recognise that:

The welfare of the child is paramount, as enshrined in the Children Act 1989

The welfare of the vulnerable adult is paramount as defined in the Care Act 2014

All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

Some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting the welfare of all.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to them and respecting them
- Ensuring that those delivering children's services on behalf of the Town Council have child protection and safeguarding policies through procedures and a code of conduct
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, young people, vulnerable adults, their families, staff and volunteers via leaflets, poster, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents and families and carers appropriately

- Using our procedures to manage any allegations against staff, volunteers and councillors appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe and physical environment for our children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details:

First point of contact:

Lisa Courtney, Town Clerk

The Town Hall, Market Place, Saffron Walden, CB10 1HZ

The Town Council's Complaints Procedure will be followed in the event of any dispute or queries arising from a decision reached by the Town Clerk (a copy of which can be provided upon request or is available online at www.saffronwalden.gov.uk)

Child Exploitation and Online Protection (CEOP): www.ceop.police.uk

NSPCC Helpline: 0808 800 5000

Essex County Council Social Services

Essex Safeguarding Social Care Direct: Tel 0345 6037630

We are committed to reviewing our policy and good practice on a regular basis and in accordance with the Town Council's review policy.

Where deemed appropriate to do so, the Town Council will request Disclosure and Barring Service (DBS) checks for staff and volunteers. This may include enhanced DBS checks where appropriate. Where it is deemed appropriate or necessary to carry out a DBS check, any offer of employment or volunteering will be subject to satisfactory DBS checks.